

Message

From: Harris-Young, Dawn [Harris-Young.Dawn@epa.gov]
Sent: 8/20/2020 9:06:45 PM
To: Marraccini, Davina [Marraccini.Davina@epa.gov]
CC: Wise, Allison [Wise.Allison@epa.gov]; Jenkins, Brandi [Jenkins.Brandi@epa.gov]
Subject: RE: Deadline COB 8/27 - Update/create hearing prep fact sheets
Attachments: R4 - Florida CWA 404 Assumption Request.docx

Draft update attached.

From: Marraccini, Davina <Marraccini.Davina@epa.gov>
Sent: Wednesday, August 19, 2020 12:02 PM
To: Harris-Young, Dawn <Harris-Young.Dawn@epa.gov>
Cc: Wise, Allison <Wise.Allison@epa.gov>; Jenkins, Brandi <Jenkins.Brandi@epa.gov>
Subject: FW: Deadline COB 8/27 - Update/create hearing prep fact sheets

Hi Dawn,

Here's the email from OW asking for fact sheet updates/new fact sheets for congressional hearings. You'll see FL CWA 404 Assumption is the only new one for R4. If you open the zip file you can view all the examples for other topics.

I know Brandi is concerned about overwhelming the programs with requests, so once I update Horn Lake and Yazoo and you get a draft for FL 404 together – maybe we can send one email so folks can review? I should be able to get my updates done by tomorrow.

-Davina

From: Wise, Allison <Wise.Allison@epa.gov>
Sent: Tuesday, August 18, 2020 2:33 PM
To: Marraccini, Davina <Marraccini.Davina@epa.gov>
Cc: Jenkins, Brandi <Jenkins.Brandi@epa.gov>
Subject: FW: Deadline COB 8/27 - Update/create hearing prep fact sheets

FYI:

Yazoo and Horn Lake are on the list for R4.

Allison

From: Spraul, Greg
Sent: Tuesday, August 18, 2020 2:23 PM
To: Anderson, William <Anderson.William@epa.gov>; Santell, Stephanie <Santell.Stephanie@epa.gov>; Corr, Elizabeth <Corr.Elizabeth@epa.gov>; Lalley, Cara <Lalley.Cara@epa.gov>; Girard, Alexander <girard.alexander@epa.gov>; Nitsch, Chad <Nitsch.Chad@epa.gov>; Wise, Allison <Wise.Allison@epa.gov>; Schuster, Cindy <Schuster.Cindy@epa.gov>
Cc: Stebe, Katherine <Stebe.Katherine@epa.gov>; Malloy, Daniel <Malloy.Daniel@epa.gov>; Sawyers, Andrew <Sawyers.Andrew@epa.gov>; Miller, Wynne <Miller.Wynne@epa.gov>; Goodin, John <Goodin.John@epa.gov>; Shimkin, Martha <Shimkin.Martha@epa.gov>; Highsmith, Damon <Highsmith.Damon@epa.gov>; Cooper, Tiffany <Cooper.Tiffany@epa.gov>; Bissonette, Eric <Bissonette.Eric@epa.gov>; McLain, Jennifer L. <McLain.Jennifer@epa.gov>; Guilaran, Yu-Ting <Guilaran.Yu-Ting@epa.gov>; Nagle, Deborah

<Nagle.Deborah@epa.gov>; Mottley, Tanya <Mottley.Tanya@epa.gov>; Bankester, Lenny <Bankester.Lenny@epa.gov>; Weyer, Erica <weyer.eric@epa.gov>; Tiago, Joseph <Tiago.Joseph@epa.gov>; Schollhamer, Mary <Schollhamer.Mary@epa.gov>; Bravo, Antonio <Bravo.Antonio@epa.gov>; Wadlington, Christina <Wadlington.Christina@epa.gov>; Vazquez, Sharon <Vazquez.Sharon@epa.gov>; Moody, Christina <Moody.Christina@epa.gov>; Drummond, Laura <Drummond.Laura@epa.gov>; Woods, Terry <Woods.Terry@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Mejias, Melissa <mejias.melissa@epa.gov>; McDonough, Owen <mcdonough.owen@epa.gov>; Wildeman, Anna <wildeman.anna@epa.gov>; Bertrand, Charlotte <Bertrand.Charlotte@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>; Kramer, Jessica L. <kramer.jessical@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Zieba, Kyle <Zieba.Kyle@epa.gov>; Myers, Bryan <Myers.Bryan@epa.gov>; Kaiser, Sven-Erik <Kaiser.Sven-Erik@epa.gov>; Borum, Denis <Borum.Denis@epa.gov>; Skane, Elizabeth <Skane.Elizabeth@epa.gov>; Sylvester, Francis <Sylvester.Francis@epa.gov>; Risley, David <Risley.David@epa.gov>

Subject: Deadline COB 8/27 - Update/create hearing prep fact sheets

Bill, Stephanie, Elizabeth, Cara, Chad (R3), Allison (R4), Alexander (R5), and Cindy (R10),

In May of this year, OW finalized the attached SOP to ensure hearing prep fact sheets are kept up-to-date. The SOP calls for the library of fact sheets to be updated once a quarter in the absence of an upcoming hearing as a driver. Please read and follow the SOP. This email initiates the quarterly fact sheet library update process as directed in the SOP. These sheets are used for hearings but they are also used as briefing papers for multiple other purposes. Thank you for helping to keep our library current! This update process will ensure we have current fact sheets for any hearings or other important engagements this fall.

The list of fact sheets requiring either an update or a new sheet and the office/region responsible for that sheet is found in the following attachment: OW Hearing Fact Sheets – Assignments.docx

HQ offices, thank you for your input on the list. Please take note of the sheets you are assigned and let me know if you have questions or if you think a sheet needs a different assignment. If a sheet has two offices listed, the office with the blue highlight will take the lead. We also received permission from OCIR to update a few of the important sheets owned by other AAships or Regions. Those sheets are shown on the list on the bottom of page 2. I will inform the sheet owners of our efforts through my contacts and I would ask you to please work with your counterparts in those offices/regions as you update the sheets not owned by OW. For example, OWM should work with OGC on the Conduit/Maui sheet and OST should work with ORD on the PFAS Tox assessment sheet.

The library of fact sheets requiring updates can be found in the attached .zip file or in the following [OneDrive folder](#). These are the most recent versions used by the Administrator in his May 20, 2020 SEPW hearing. As you update, please adhere to the SOP that requires the updated version to show the redline changes compared to this May 2020 hearing version. **Do not send clean versions.**

Also, as you update, please do not significantly rewrite your fact sheets unless a rewrite is needed to reflect a major change in status. **Please make edits based on what you expect to happen by Mid-September.** For example, if 3 WIFIA loans are expected to close by Sept 1, **update the sheet based on that expectation.** Per the SOP, edits must be approved by your OD or RA prior to sending to me. Per the SOP, please include the name of your final approver (OD or RA) and other approvers in the footer of the fact sheet to document approvals. Please make a note in the footer if final approval has been delegated to someone other than the OD or RA. Per the SOP, please mark all sheets as internal/deliberative in the header. See the attachment: header-footer.docx for the headers and footers that need to be added to each sheet. Please also leverage press releases as a great source of approved messaging. See: [Water Press Releases](#) and [OW issued Press Releases](#).

Please send me OD/RA approved fact sheets by COB August 27. The full schedule is below:

- 1) Offices/Regions Update and Create Fact Sheets (7 business days)

- i. August 18-27
- 2) Senior Advisor for Congressional Affairs review (3 business days)
 - i. August 28-September 1
- 3) OW Senior Leadership review (4 business days)
 - i. September 2-7
- 4) AA for Water review (5 business days)
 - i. September 8-14

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